**District Department of Transportation (DDOT)
Comprehensive Transportation Review (CTR) Scoping Form**



The purpose of the Comprehensive Transportation Review (CTR) study is to evaluate potential impacts to the transportation network that can be expected to result from an approved action by the Zoning Commission (ZC), Board of Zoning Adjustment (BZA), Public Space Committee (PSC), a Federal or District agency, or an operational change to the transportation network. The Scoping Form accompanies the *Guidance for Comprehensive Transportation Review* and provides the Applicant an opportunity to propose a scope of work to evaluate the potential transportation impacts of the project.

***Directions:*** The CTR Scoping Form contains study elements that an Applicant is expected to complete in order to determine the scope of the analysis. An Applicant should fill out this *Scoping Form* with a proposed scope of analysis commensurate with the requested action and submit to DDOT for review and concurrence. Accordingly, not all elements and figures identified in the *Scoping Form* are required for every action, and there may be situations where additional analyses and figures may be necessary. Once a completed Scoping Form is submitted, DDOT will provide feedback on the initial parameters of an appropriate analysis scope. DDOT’s turnaround times are four (4) weeks for CTRs with a Traffic Impact Analysis (TIA) and three (3) weeks for all other lower tier studies. After the *Scoping Form* has been finalized and agreed to by DDOT, the Applicant is required to expand upon the elements outlined in this Form within the study.

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| **Scoping Information** |
| **Date(s) Scoping Form Submitted to DDOT:**  |
| **DDOT Case Manager:**  |
| **Date(s) Scoping Form Comments Returned to Applicant:**  |
| **Date Scoping Form Finalized:**  |

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| **Project Overview** | **Proposed Development Program** |
| **Project Name:**  | **Use(s)**  |
| **Case Type & No. (ZC, BZA, PSC, etc.):**  | **Residential (dwelling units):**  |
| **ANC/SMD:**  | **Retail (square feet):**  |
| **Applicant/Developer Name:**  | **Office (square feet):**  |
| **Transportation Consultant and Contact Info:**  | **Hotel (rooms):**  |
| **Land Use Counsel and Contact Info:**  | **Other:**  |
| **Site Street Address:**  | **# of Vehicle Parking Spaces:**  |
| **Site Square & Block:**  | **# of Carshare spaces:**  |
| **Current Zoning and/or Overlay District:**  | **# of Electric Vehicle Stations:**  |
| **Estimated Date of Hearing:**  | **# of Bicycle Parking Spaces (long- and short-term)**  |
| **Small Area Plan (if applicable):**  | **Long-term:**  |
| **Livability Study (if applicable):**  | **Short-term:**  |
| **Within ½ Mile of Metrorail or ¼ mile of Streetcar/Circulator/Priority Bus?:**  | **Loading Berths/Spaces:**  |

**Documents to be Submitted to DDOT:** *Any action requiring a CTR or some other evaluation of on-site or off-site transportation facilities must submit one of the following documents to DDOT. It must be appropriately scoped for the specific action proposed and document all relevant site operations and transportation analyses.*

[ ]  **CTR Study** (100 or person total person trips, or 25 or more peak hour vehicle trips in peak direction, or as deemed necessary by DDOT)

[ ]  **Transportation Statement** (limited scope based on specifics of project or if Low Impact Development Exemption from CTR and TIA is requested)

[ ]  **Standalone TIA** (project proposes a change to roadway capacity, operations, or directionality, has a site access challenge, or as deemed necessary by DDOT)

[ ]  **Other, specify:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Include one (1) hard copy of final report, PDF of report w/appendices, traffic analysis files, and traffic counts in DDOT-required spreadsheet format (total size of all digital files under 15 MB, if possible)

**Existing Site and Description of Action:** *Describe the type(s) of regulatory approval(s) being requested and any background information on the project relevant to the requested action such as the existing uses, amount of vehicle parking, and other notable proposed changes on-site.*

**Prior Related Action(s), Conditions, and Commitments:** *Note any prior approvals by ZC, BZA, or PSC (Campus Master Plan, First Stage PUD, student/faculty cap, etc.) for the site and list all relevant conditions and proffers still in effect from the previous approval and status of completion. Attach a copy of the Decision section from the previous Zoning Order if still in effect.*

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| **Section 1: SITE DESIGN** |
| DDOT reviews the site plan to evaluate consistency with DDOT’s standards, policies, and approach to access as documented in the most recent Design and Engineering Manual (DEM). If the proposal for use of public space is found to be inconsistent with the agency approach, DDOT will note this regardless of its relevance to the action. It is DDOT’s position that issues regarding public space be addressed at the earliest possible opportunity to ensure the highest quality project design and to minimize project delays and the need to re-design a site in the future. |
| **CATEGORY & GUIDELINES** | **CONSULTANT PROPOSAL** | **DDOT COMMENTS** |
| **Site Access** Show site access points for all modes. Include proposed curb cut locations, curb cuts to be closed, access controls (e.g., right-in/out, signalized), sight distances and sight triangles from access points and new intersections, driveway widths and spacing, on- and off-site parking locations, inter-parcel connections, public/private status of driveways, alleys, and streets, and whether easements, dedications, or closures are proposed.*Access must be located off an adjacent existing or “paper” alley, otherwise off the lower volume street. Note any deviations from curb cut policies (DEM 31.5) w/justification and if Conceptual Approval by the Public Space Committee (PSC) has/is being sought. Subtitle I § 600-603 of ZR16 further restricts where curb cuts can be located.**DDOT will not support curb cut design relief unless there is a clear hardship preventing a project from meeting all DDOT standards and other alternatives have been explored.* *All proposed private streets connecting to a public street must be built to DDOT standards and have a public access easement. Design of driveways and drive aisles on private property must comply with Subtitle C § 711 of ZR16.* | [ ]  *Scoping Graphic: Project Location Map*[ ]  *Scoping Graphic: Site Circulation Plan*[ ]  *Scoping Graphic: Plat for Site’s Square and Lot from Office of the Surveyor (if official plat not available, provide plans from SURDOCs)* |  |
| **Loading**Discuss and show the quantity and sizes of loading berths/delivery spaces, trash storage locations, on- and off-site loading locations, turnaround design, nearby commercial loading zones, and anticipated demand, operations, and routing of delivery and trash vehicles. Identify the sizes of trucks anticipated to serve the site and design vehicles to be used in truck turning diagrams. Provide truck turning diagrams in the body of the report not the appendix.*DDOT requires head-in and head-out truck movements through public space (DEM 31.5) and that direct internal pedestrian connections be provided between retail bays and loading facilities. Note any proposed deviations or requested relief from ZR16 or DDOT standards with justification. If any relief is being sought then a Loading Management Plan (LMP) is required. A template LMP is provided in Appendix E.* | [ ]  *Scoping Graphic: Location of loading area w/ internal building routing*[ ]  *Scoping Graphic: Truck Turning Diagrams (to/from the site, alley, truck routes)* |  |
| **Vehicle Parking**Identify all off-street parking locations (on- and off-site) and justify the amount of on-site vehicle parking, including a comparison to the number of spaces required by ZR16 and any previous approvals. Provide parking calculations and parking ratios by land use, including any eligible ZR16 vehicle parking reductions (i.e., within ¼ mile of Priority Bus Route, within ½ mile of Metrorail Station, providing carshare spaces, located within a D zone, etc.).*Review the DDOT Preferred Parking Rates (Table 2). If the total parking provision proposed exceeds the amount calculated using ratios in that table then the number of spaces should be reduced or substantial TDM / non-auto improvements be provided. If parking provision is significantly out of line with appropriate parking ratios, one way or the other, then mode split and trip generations estimates will be adjusted.**Confirm whether ZR16 TDM Mitigations will be required, per Subtitle C § 707.3, for providing more than double the amount of required vehicle parking. Coordinate with the Zoning Administrator as early in the process as possible for an official determination.**A TDM Plan is required for BZA parking reduction cases, per Subtitle C § 703.4. If relief is being requested from 5 or more spaces, then a Parking Occupancy Study is required (see Multi-Modal section).* | [ ]  *Scoping Table: Parking Calculations with Comparison to ZR16 and DDOT’s Preferred Vehicle Parking (Table 2)*[ ]  *Scoping Graphic: Off-Street Parking Locations (both on- and off-site)* |  |
| **Bicycle Parking**Identify the locations of proposed bicycle parking and justify the amount of long- and short-term spaces proposed. Provide a calculation of the number of spaces required by ZR16.*Long-term bicycle parking spaces must be easily accessible from building lobby or located in the parking garage level closest to the ground floor. Lockers and showers must be included with non-residential long-term bicycle storage rooms, per Subtitle C § 806. Provide calculations for required lockers and showers.**Short-term bicycle parking must be accommodated by installing inverted U-racks along the perimeter of the site in the ‘furniture zone’ of public space, near the site entrance(s).* | [ ]  *Scoping Graphic: Locations of internal bicycle parking spaces, routing to these spaces, and related support facilities including locker rooms, showers, storage areas, and service repair rooms* |  |
| **Streetscape and Public Realm**Provide a conceptual layout of the streetscape and public realm including at minimum: curb cuts, vaults, sidewalk widths, street trees, grade changes, building projections, short-term bicycle parking, and any existing bus stops. Also provide the permit tracking numbers and PSC hearing date, if known, for any approved public space designs.*DDOT expects new developments to rehabilitate the streetscape between the curb and property line and meet all public space design standards. Streetscape must meet ADA requirements and ensure nothing impedes accessible curb access or pedestrian circulation.**Note any non-compliant public space elements requiring a DCRA code modification or PSC approval.**A summary of public space best practices is provided in Section 1.5. DDOT standards are documented in the DEM, Public Realm Design Manual, and corridor Streetscape Guidelines (if applicable).* | [ ]  *Scoping Graphic: Preliminary Public Space Concept* |  |
| **Sustainable Transportation Elements**Identify all sustainable transportation elements, such as electric vehicle (EV) charging stations and carshare spaces proposed to be included in the project. Electrical conduit should be installed in parking garage so that additional EV stations can be provided later.*DDOT recommends 1 per 50 vehicle spaces be served by an EV station. DDOT encourages providing car share spaces on-site to reduce the ZR16 parking requirement and support non-car ownership lifestyles.* |  |  |
| **Heritage, Special, and Street Trees**Heritage Trees are defined as having a circumference of 100 inches or more and are typically located on private property. They are protected by the District’s Tree Canopy Protection Amendment Act of 2016 and must be preserved if deemed non-hazardous by Urban Forestry Division (UFD). Special Trees are between 44 inches and 99.99 inches in circumference and may be removed with a permit.*Note whether there are existing Heritage Trees on-site or in adjacent public space. The presence of Heritage Trees will impact site design since they may not be cut down. Work w/the UFD Ward Arborist to determine if there are Heritage or Special Trees on-site that must be preserved and if Tree Preservation or Relocation Plans are required.**Conduct an inventory of existing and missing street trees within a 3-block radius of the site (design standards are in DEM 37.5). Identify any opportunities for UFD or the Applicant (as part of the mitigations package) to install missing treeboxes and street trees.* | [ ]  *Scoping Graphic: Street Tree Inventory Study Area* |  |
| **Section 2: TRAVEL ASSUMPTIONS** |
| **CATEGORY & GUIDELINES** | **CONSULTANT PROPOSAL** | **DDOT COMMENTS** |
| **Mode Split**Provide mode split assumptions with sources and justification. Sources of data could include the most recent *Census Transportation Planning Products (CTPP)* the *2005 WMATA Development-Related Ridership Survey,* or previous planning studies and CTRs. Note that the walking mode share will account for internal trip synergies for mixed use developments. *Adjustments to mode split assumptions may be made, as appropriate, if the number of vehicle parking spaces proposed is significantly lower or higher than expected for the context of the neighborhood.**The agreed upon mode split assumptions may not be revised between scoping and CTR submission without DDOT concurrence.* | [ ]  *Scoping Table: Mode Split Assumptions* |  |
| **Trip Generation**Provide site-generated person trip generation estimates, utilizing the most recent version of ITE *Trip Generation Manual* or another agreed upon methodology such as manual doorway or driveway counts at similar facilities. Estimates must be provided by mode, type of trip, land use, and development phase during weekday AM and PM commuter peaks, Saturday mid-day peak, and daily totals. CTR must also include existing site trip generation based on observed counts. Modes include transit, bicycle, walk, and automobile. *DDOT TripsDC tool will be used to determine trip generation estimates for residential-over-retail projects (see Section 2.2.4 for parameters).**Auto occupancy rates by travel purpose published in the 2017 National Household Travel Survey should be used when calculating person trips based on suburban vehicle trip data in Trip Generation Manual (see Table 3).**Adjustments to trip generation may be made, as appropriate, if the number of vehicle parking spaces proposed is significantly lower or higher than expected for the context of the neighborhood.**Pass-by rates in the District are minimal and should only apply to major retail-dominant destinations, grocery stores, and gas stations. An adjusted pass-by/diverted trips methodology should be developed if development is not located on a road classified as arterial or higher.**The agreed upon trip generation methodology may not be revised between scoping and CTR submission without DDOT concurrence. Consult the DDOT Case Manager if site plan, development program, land uses, or density changes significantly.* | [ ]  *Scoping Table: Multi-Modal Trip Gen Summary (w/mode split and applicable reductions, as appropriate)* |  |
| **Section 3: MULTI-MODAL NETWORK EVALUATION** |
| A CTR study is required if the project generates at least 100 peak hour person trips or 25 vehicle trips in the peak direction (highest of inbound or outbound) in any study period. Existing site traffic, pass-by, TDM, internal capture or other reductions may not be taken in the calculation to determine if the project meets these thresholds. However, they may be taken in the TIA, as appropriate, if a study is triggered. Analyses in the Multi-Modal Network Evaluation section are required in all CTRs, unless otherwise specified. A Transportation Statement may only require some of the following sections depending on the specifics of the project and zoning action. The requirement for a CTR may be waived if site is within ½ mile from Metrorail or ¼ mile from Priority Transit, the total vehicle parking supply below level expected within ¼ mile of Metrorail Station (see Table 2), maximum 100 parking spaces, an Enhanced TDM Plan is implemented, site access and loading design are acceptable, there is a complete pedestrian network in the vicinity of the site, and meets all ZR16 bike parking and locker/shower requirements. Additional criteria may be found in the Low Impact Development Exemption section of *Guidance for CTR*. |
| **CATEGORY & GUIDELINES** | **CONSULTANT PROPOSAL** | **DDOT COMMENTS** |
| **Strategic Planning Elements**Identify relevant planning efforts and demonstrate how the proposed action is consistent with District-wide planning documents, as well as localized studies. Note in scoping form any recommendations from these documents relevant to the development proposal.The evaluation will consider at least the following high level/District-wide documents:* MoveDC and its relevant modal elements
* DDOT Livability Study (relevant to the project)
* OP Small Area Plans (relevant to the project)
* DC Highway Plan (shown on official plat)
* District of Columbia Comprehensive Plan
* Vision Zero Action Plan
* Capital Bikeshare Development Plan
* Washington Metropolitan Area Transit Authority’s (WMATA) Metrorail and Metrobus Plans
* DDOT Corridor studies (e.g., Transit Development Plan, Streetscape Design Plans and Guidelines)

*Details on additional relevant plans and studies may be provided by the DDOT Case Manager.* |  |  |
| **Pedestrian Network**Evaluate the condition of the existing pedestrian network and forecast the project’s impact. Evaluation must include, at a minimum, critical walking routes, sidewalk widths, network completeness, whether facilities meet DDOT and ADA standards, and whether pedestrian signal timings are adequate (within vehicle study area).*Study area will include, at a minimum, all roadway segments and multi-use trails within a ¼ mile radius from the site, with a focus on connectivity to Metrorail, transit stops, schools, and major activity centers.* | [ ]  *Scoping Graphic: Pedestrian Study Area w/Walking Routes to Transit, Schools, Activity Centers* |  |
| **Bicycle Network**Evaluate the condition of the existing bicycle network and forecast the project’s impact, including to Capital Bikeshare (CaBi). Evaluation must include, at a minimum, bicycle network completeness, types of facilities, and adequacy of CaBi locations and availability. Bikeshare station demand data can be obtained from the *CaBi Tracker* website.*Study area will include, at a minimum, all roadway segments and multi-use trails within a ½ mile radius from the site, with a focus on connectivity to Metrorail, transit stops, schools, major activity centers, and other bicycle trails or facilities.**Note where bike lanes conflict with access to the site or on-street loading movements associated with the project.**If a CaBi station is currently located along the site frontage, the Applicant must assume the station will stay in place after the development has been constructed and must be designed in the public space plans. If it is not physically possible to stay in place, then DDOT expects the Applicant to demonstrate this hardship, propose a viable alternative location, and fund the station relocation. The minimum size of a new CaBi station is 19 docks with 12 bikes.* | [ ]  *Scoping Graphic: Bicycle Study Area w/Bicycling Routes to Transit, Schools, Activity Centers* |  |
| **Transit Network**Evaluate, at a minimum, existing transit stop locations, adjacent bus routes and Metro headways, planned transit improvements, and an assessment of existing transit stop conditions (e.g., ADA compliance, bus shelters, benches, wayfinding, etc.). For Metrorail stations, refer to the 2009 *WMATA Station Site and Access Planning Manual*, as well as various station capacity studies.*Study area is 1.0 mile for Metrorail stations and ½ mile for Streetcar, Circulator, and WMATA buses.**All existing bus stops and shelters must be accommodated during construction, assumed to be returned to the original location after construction, and designed into the public space plans. If a bus stop and/or shelter must be moved then the Applicant will fund the relocation and obtain approval from DDOT and WMATA for the new location. Applicant must fund the electrification of all new or relocated shelters.* | [ ]  *Scoping Graphic: Transit Study Area with Adjacent Routes and Stations*[ ]  *Scoping Graphic: Screenshots from DDOT transit maps showing where the site falls within buffers from Metrorail and Priority Transit* |  |
| **Safety Analysis**Qualitatively evaluate safety conditions at intersections and along blocks within the vehicle study area. *Perform a review of DDOT Vision Action Plan. Note whether any study intersections have been identified by DDOT as high crash locations, if any safety studies have been previously conducted, and discuss the recommendations. Depending on the results of the TIA, DDOT may require improvements to nearby intersections previously identified as having known safety issues.*  |  |  |
| **Curbside Management**Propose a curbside management plan that is consistent with current DDOT policies and practices. The curbside management plan must delineate existing and proposed on-street parking designations/restrictions, including but not limited to pick-up/drop-off zones, commercial loading zones, multi-space meters, RPP, and net change in number of on-street spaces as a result of the proposal.*Note that the preliminary curbside management plan will not be approved by DDOT during the zoning process. Applicant must submit a more detailed signage and marking plan via TOPS for formal review and approval by DDOT-PGTD during public space permitting. DDOT expects the Applicant to fund the installation of multi-space meters on blocks where meters are required.* | [ ]  *Scoping Graphic: Existing Curbside Designations (min. 2 block radius of site)*  |  |
| **Pick-Up and Drop-Off Plan**This plan is required for all schools and daycares with 20 or more students. It may also be required for churches, hotels, or any other use expected to have significant pick-up and drop-off operations, as necessary. The plan will identify pick-up and drop-off locations and demonstrate adequate circulation so that the flow of bicycles and vehicles is not impeded and queueing does not occur through the pedestrian realm. *DDOT will require this plan for schools and daycares currently in operation even if the relief requested from the BZA is not related to a student cap increase.* |  |  |
| **On-Street Parking Occupancy Study**This analysis is required if BZA relief from 5 or more on-site vehicle parking spaces is being requested. It may also be required as part of a ZC or permitting case if DDOT has concerns about site-generated vehicles parking in adjacent residential neighborhoods.*Vehicle parking occupancy counts will be collected hourly during periods of peak demand. These are typically the weekday evening period (6-10 PM) for residential developments, weekday morning period (7-9 AM) if within ¼ mile of Metrorail, and weekend peak periods if there is a commercial component. Parking availability must be assessed a maximum of 2 blocks in each direction from the site, unless otherwise agreed upon. Also include inventory of off-street parking garages in vicinity of site.* | [ ]  *Scoping Graphic: Study Area/Block Faces*  |  |
| **Parking Garage Queueing Analysis**If site contains 150 or more vehicle parking spaces and direct access to a public street, evaluate on-site vehicle queueing demand and provide analysis demonstrating parking entrance and ramps can properly process vehicles without queuing onto public streets. Provide proposed parking supply, queuing analysis, and physical controls to parking area, if applicable. |  |  |
| **Motorcoaches**Propose methodology for data collection and analysis. Describe and show the parking locations, anticipated demand, existing areas on- and off-site for loading and unloading (and desired loading times restrictions, if any), and potential routes to and from designated truck routes. If on-street motorcoach parking is proposed, a plan for installation of signage and meters is required, subjection to DDOT-PGTD approval. This section is typically only required for uses that generate significant tourist activity (hotels, museums, cruises, etc.). |  |  |
| **Section 4: TRAFFIC IMPACT ANALYSIS (TIA)** |
| The TIA component of a CTR is required when a development generates 25 or more peak hour vehicle trips in the peak direction (higher of either inbound or outbound vehicles in any study peak period), after mode split is applied. Existing site traffic, pass-by, TDM, internal capture or other reductions may not be applied when calculating whether a TIA is required. Applicable reductions may be used in the multi-modal trip generation summary and assignment of trips within the TIA, as appropriate. A standalone TIA may also be required if the project proposes a change to roadway capacity, operations, or directionality; has a site access challenge; or as otherwise deemed necessary by DDOT. |
| **CATEGORY & GUIDELINES** | **CONSULTANT PROPOSAL** | **DDOT COMMENTS** |
| **TIA Study Area and Data Collection**Identify study intersections commensurate with the impact of the proposed project and the travel demand it will generate. Study area must include all major signalized and unsignalized intersections, intersections expected to realize large numbers of new traffic, and intersections that may experience changing traffic patterns. Additional guidance on selecting study intersections is provided in DEM 38.3.2.*Turning Movement Counts (TMC) will be collected in 15-minute increments during the weekday morning (6:30 AM to 9:30 AM) and evening (4:00 PM to 7:00 PM) peak periods on Tuesdays through Thursdays during non-holiday weeks, while schools and Congress are in session, the Fed govt is not in a shutdown, and weather is not an issue, unless otherwise agreed upon. Saturday mid-day peak period (generally 11:00 AM to 1:00 PM) will be studied if development program is retail-heavy. TMCs will include vehicles, pedestrians, bicyclists, and % truck traffic. TMCs will be collected at all existing site driveways and reported as existing conditions in trip generation summary.**Previously collected TMCs may be used if they are less than 2 years old at the time of study submission. DDOT may require counts be refreshed once TMCs reach 3 years old or if a major transportation or land use change occurs. A growth rate will be applied to TMCs older than 12 months to create present year Existing Conditions.* | [ ]  *Scoping Graphic: Study Intersections*[ ]  *Provide hard copies of TMCs in CTR appendix and electronic copies in DDOT-required spreadsheet format at time of submission.* |  |
| **TIA Study Scenarios**Propose an appropriate set of scenarios to analyze. Note the anticipated build-out year and project phasing. Analysis scenarios to be considered:* Existing Conditions (Current Year)
* Background Conditions (No-Build)
* Total Future Conditions (With Development)
* Total Future Conditions (With Development and Mitigation)
* Additional Scenarios For Each Phase, as necessary
* Total Future Conditions (+5 Years), as required
* Long Range +20 Years Planning Scenario, as required
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| **TIA Methodology**Propose an appropriate methodology for the capacity analysis including the type of software program to be used. Per DEM 38.3.5.1, HCM methodology will be used to determine Level of Service (LOS), v/c, and vehicle queue lengths. LOS must be reported by intersection approach and v/c by lane group. DDOT prefers Synchro 9 or newer software for capacity and queueing analyses. SimTraffic (10 simulations averaged) should be used to further evaluate an observed queueing issue and determine a solution, as necessary.*DDOT’s required standard Synchro and SimTraffic inputs/settings are provided in Appendix H.**Merge/weave/diverge analysis is required if any of the study intersections include a highway, freeway, or Interstate ramp (DEM 38.3.5.3). HCS software should be used for this analysis.* | [ ]  *Will provide copies of Synchro, SimTraffic, and other analysis software printouts in study appendix and electronic copies of analysis files at time of CTR submission.* |  |
| **Transportation Network Improvements**List and map all roadway, transit, bicycle, and pedestrian projects funded by DDOT or WMATA, or proffered by others, in the vicinity of the study area and expected to open for public use prior to the proposal's anticipated build-out year. Review the STIP, CLRP, and proffers/commitments for other nearby developments. | [ ]  *Scoping Graphic: Locations of background transportation network improvements* |  |
| **Local Traffic Growth**List and map developments to be analyzed as local background growth. This will include known matter-of-right and zoning-approved developments within ¼ mile of site and others more than ¼ mile from site if their traffic is distributed through study intersections. Document the portions of developments anticipated to open by the projected build-out year. | [ ]  *Scoping Graphic: Background development projects near study area*[ ]  *Scoping Table: Completion amounts/portions occupied of background developments* |  |
| **Regional Traffic Growth** Propose a methodology to account for growth in regional travel demand passing through the study area. An appropriate methodology could include reviewing historic AADT traffic counts, MWCOG model growth rates, data from other planning studies, or recently conducted nearby CTRs. These sources should only be used as a guide.*Generally, maximum annually compounding growth rates of 0.5% in peak direction and 2.0% in non-peak direction are acceptable. Growth rates based should be based on DDOT historical data from 10+ years, if available. Adjustments to the rates may be necessary depending on the amount of traffic assumed from local background developments or if there were recent changes to the transportation network.* | [ ]  *Scoping Table: Projected regional growth assumptions (dependent on methodology), show growth rates by facility, direction, and time of day*[ ]  *Scoping Graphic: Projected regional growth assumptions (dependent on methodology), show growth rates by facility, direction, and time of day* |  |
| **Trip Distribution**Provide sources and justification for proposed percentage distribution of site-generated trips. Additionally, document proposed pass-by distributions and the re-routing of existing or future vehicles based on any changes to the transportation network.*Percentage distributions must be shown turning at intersections throughout the transportation network and at site driveways and garage entrances to ensure appropriate routing assumptions.* *The agreed upon trip distribution methodology may not be revised between scoping and CTR submission without concurrence by DDOT Case Manager.**Given the District’s urban context and grid network, a small portion of trips (up to 5% of trips through an intersection) may be re-routed from their original routes to an alternate route due to traffic congestion.* | [ ]  *Scoping Graphic(s): Percentage Distribution by Land Use, Direction, Time of Day* |  |
| **Section 5: MITIGATION** |
| The completed CTR must detail all proposed mitigations. The purpose of discussing mitigation at the scoping stage is to highlight DDOT’s Significant Impact Policy, DDOT’s approach to mitigation, and to give the Applicant an opportunity to gain initial feedback on potential mitigations that may ultimately be proposed. Any mitigation strategies discussed and included in the *Scoping Form* are considered non-binding until formally evaluated in the study and committed to as part of a related action. |
| **CATEGORY & GUIDELINES** | **CONSULTANT PROPOSAL** | **DDOT COMMENTS** |
| **DDOT Significant Impact Policy**Vehicle Parking SupplyDDOT considers a high parking provision as an ‘impact’ that needs to be mitigated since it is a permanent site feature that encourages additional driving and yield vehicle trips in the future that were not contemplated in the study. Appropriate mitigations include reducing vehicle parking, implementing substantive TDM strategies, off-site non-automotive network upgrades, and making monetary contributions to DDOT for non-auto improvements. See Table 2 to determine if a site is over-parked based on land use and distance to transit.Capacity Impacts at IntersectionsAll site-generated vehicular impacts to the transportation network during study peak hours must be mitigated, per DEM 38.3.5, if any of the following occur: * Degradation of an approach or intersection to LOS E or F or intersection v/c ratio increases to 1.0 or greater from Background to Total Future Conditions.
* If an approach or intersection exceeds LOS E or F or movement/lane group exceeds 1.0 v/c ratio under Background Conditions then an increase in delay or v/c ratio by 5% or more under Total Future Conditions.
* If 95th percentile vehicle queuing length exceeds available capacity of approach or turn lane under Total Future Conditions.
* If 95th percentile queue length of an approach or turn lane increases by 150 feet or more from Background to Total Future Conditions.
 | [ ]  *The Applicant acknowledges DDOT’s Significant Impact Policy.*[ ]  *The study will comply with all other policies in the Guidance for Comprehensive Transportation Review and the Category & Guidelines column of this Scoping Form not explicitly documented in the Consultant Proposal or DDOT Comments columns.*[ ]  *The study will include all of the required graphics, tables, and deliverables for the relevant sections determined during scoping, as shown in Table 1 of Guidance for Comprehensive Transportation Review.* |  |
| **DDOT Approach to Mitigation**DDOT’s approach to mitigation is to first establish optimal site design and operations to support efficient site circulation. When these efforts alone cannot properly mitigate an action’s impact, reducing on-site vehicle parking, implementing TDM measures, making upgrades to the pedestrian, bicycle, and transit networks to encourage use of non-automotive modes, or monetary contribution to DDOT for non-auto improvements must be proposed. Only when these options are exhausted will DDOT consider capacity-increasing changes to the roadway network because such changes often have detrimental impacts on non-automotive travel and are often contrary to the District’s multi-modal transportation goals. | [ ]  *The Applicant acknowledges DDOT’s approach to mitigation that prioritizes (in order of DDOT preference) optimal site design, reducing vehicle parking, implementing more TDM strategies, making non-automotive network improvements, and making a monetary contribution to DDOT for non-auto improvements before considering options that increase roadway capacity or alter roadway operations.* |  |
| **Transportation Demand Management (TDM)**A TDM Plan is typically required to offset site-generated impacts to the transportation network or in situations where a site provides more parking than DDOT determines is practical for the use and surrounding context. TDM strategies are also an integral part of the District’s transportation options. As such, a Baseline TDM plan is required in all CTRs regardless of impacts to the network. An Enhanced Plan or greater is required if the site is over-parked per Table 2 or there are roadway impact identified. Sample TDM plans by land use and tier can be found in Appendix C.*Document all existing TDM strategies being implemented on-site (even outside of a formal TDM Plan) and those being proposed and committed to by the Applicant. Elements of the TDM Plan included in CTR must be broken down by land use and user (i.e., employee, faculty, resident, visitor, etc.).* | [ ]  *The Applicant will include at least a Baseline TDM Plan. The TDM plan will increase to Enhanced Plan or beyond depending on the parking ratio and other impacts identified in the study.* |  |
| **Performance Monitoring Plan (PMP)**DDOT may require a PMP in situations where anticipated vehicle trips are large in magnitude, unpredictable, or necessitate a vehicle trip cap. Typically, this is required for schools expected to have a significant amount of single occupancy vehicle trips or very large developments.The monitoring plan will establish thresholds for new trips a project can generate, define post-completion evaluation criteria and methodology, determine the frequency of reporting, and establish potential remediating measures (e.g., adjust trip caps or implement additional TDM strategies).*Document any existing performance monitoring Plans in effect and any proposed changes.* |  |  |
| **Roadway Operational and Geometric Changes**Describe all proposed roadway operational and geometric changes in CTR with supporting analysis and warrants in the study appendix. Detail must be provided on any ROW implications of proposed mitigations. All proposed changes in traffic control must be conducted following the procedures outlined in the *Manual of Uniform Traffic Control Devices* (MUTCD).*Note any preliminary ideas being considered.*  |  |  |
| **Section 6: ADDITIONAL TOPICS FOR DISCUSSION DURING SCOPING** |
| **CATEGORY & GUIDELINES** | **CONSULTANT PROPOSAL** | **DDOT COMMENTS** |
| **ANC Discussions and Feedback**Provide an update on the status of Community Benefits Agreement, any ANC concerns, or other concerns expressed by the community. |  |  |
| **Miscellaneous Items for Discussion**These items could include relevant on-going discussions with other agencies and stakeholders or seeking direction other types of analyses to be included (i.e., traffic calming proposal, TOPP, TMP). |  |  |